

### **Graduation Cohort**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

NDE Program staff has started to review and audit the 2012 Cohort Data. We have found that nearly 100 districts of not submitted their 2012 completers and/or have unresolved errors. To review your 2012 Cohort information you will need to log into the portal and go to the NSSRS Validation page. Once you are on the Validation page you will choose the Graduation Cohort Analysis Tool from the Systems Look Up Menu.

### **Staff Reporting and Salary information**

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Update the Staff Reporting system to reflect the salary paid to staff reported for the 2011-2012 school year. The data submitted in October may not have been complete (bonuses, stipends, etc.). If there are not a lot of updates, make the corrections online. If it is necessary to upload into the system, remember to include all staff for the 2011-2012 school year, even staff that have left. **Please note:** when districts upload into Staff Reporting the data file submitted replaces the file in the database, therefore; if not all staff are included in the upload file the staff data for your district will be incomplete and may lead to other NSSRS errors. If there are not a lot of updates, it is suggested to update the individual staff members with salary updates online rather than upload the whole staff file.

### **NDE Bulletin now available in RSS Feed**

Contact: Aimee Lempke (402-471-3162 or [aimee.lempke@nebraska.gov](mailto:aimee.lempke@nebraska.gov))

We have added an RSS feed that users can subscribe to. Don't forget that the current and past NDE Bulletins can always be found at <http://www.education.ne.gov/ndebulletins/index.html>. The RSS feature can be found at the above webpage in the upper right hand corner (orange icon). RSS feeds can be used with Outlook and a number of web-based feed readers. At this time we will also continue to send the bulletin out via e-mail.

### **REMINDER Consolidated Data Collections (CDC) Due June 30, 2012:**

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The CDC collections listed below will close on June 30, 2012

***Nonpublic High School Completer Report*** - The Nonpublic Completer Report is for each nonpublic system that has the potential of serving students in grade 12. *Must be completed by Nonpublic districts only.*

***Days In Session/Instructional Program Hours*** - Days in Session by Grade.

Instructional Program Hours –KG, Elem & Sec. Also included in this collection is Pre-K instructional hours for early childhood education programs by attendance site. *Must be completed by Public, Nonpublic and State Operated districts/systems.*

***ESU/District/System/School Information Report*** - Collects demographic data for ESUs, Districts, Systems and Schools for the next school year. *Must be completed by ESUs, Public, Nonpublic, State Operated and Interim Programs.*

**Elementary Class Size** - Number of students K-3 by grade who spend at least 50% of the school day in a classroom with a minimum of 10 and a maximum of 20 students. There are two collection points; once in the Fall based on Fall Membership and once in the Spring based on Average Daily Membership. *Must be completed by Public districts only.*

**Pupil Transportation Report** - Transportation/bus Information. *Must be completed by ESUs, Public, Nonpublic and State Operated.*

**Substitute Teachers** -This data collection will permit you to upload/enter data regarding substitute teachers that have already been employed during the 2011-12 school year and receive feedback on any data errors or potential violations by your school if the individual does not currently hold a valid Nebraska certificate. By uploading/entering data now, your school will have sufficient time to correct any errors or potential violations to ensure that any substitute teachers hold a valid Nebraska certificate before the data collection closes on June 30, 2012. *Needs to be completed by ESUs, Public, Nonpublic, State Operated and Interim Programs*